

**LOSS PREVENTION SUBCOMMITTEE  
JAN. 30, 2003  
MEETING MINUTES**

**MEMBERS ATTENDING**

Gary Andrews	Department of Corrections
Andreta Armstrong	Department of Licensing
Ken Back	Department of Health
Kathy Gastreich	Department of Corrections
Bill Henselman	Department of Transportation
Larry Keller	Department of Ecology
Carole Mathews	Labor & Industries
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Jim Smego	Department of Natural Resources
Tom Wendel	Office of the Attorney General

**Absent**

Dennis Anderson	Department of Health
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**Staff**

John Nicholson, OFM, Risk Management  
Jolene Bellows, OFM, Risk Management

Gary Andrews called the meeting to order.  
Member and staff introductions.  
Minutes of the last meeting were approved.

**Budget Submittal Summary**

John Nicholson gave a presentation on the budget submittal summaries. It was agreed that it was helpful to see what the other agencies were doing.

**15 Passenger Van Initiative Update**

Jolene Bellows gave a presentation on the results of the 15-passenger van focus group meeting. The types of requirements discussed were: 1) Driver safety awareness; 2) Minimum age/driver experience; 3) Required documents for driver signature; 4) Required safety education or training; and 5) 15-passenger van seat reduction recommendation. The focus group had a good balance of input. The agencies have given good feedback. The recommendations will be in the SAAM manual in 2 weeks and the book and forms will be available also. The process and marketing to the agencies is working. The awareness is out there.

A concern was raised about the temporary nature of hangtags. Is there something more permanent?

The question was brought up on the audit or tracking of agencies or inventory of the 15 passenger van. Who has them?

### **VIDEO DISCUSSION**

The Risk Management Division is going to make a video on state employee driver responsibility on state business. The 3<sup>rd</sup> week of March the Governor is going to put his remarks on videotape regarding this subject. A request was made of the members for input and ideas about what should be said on the video. A draft will be sent to the LPSC members before the end of February for their review. After that the rest of the video will be made and ideas will be gathered from the subcommittee when this stage arrives. When complete, the video will be on the Risk Management web site and agencies will be able to use it for training and orientation or however they may need it.

State vehicles are the most valued tool that is given to state employees. An average of 10-20 vehicle accidents on the claims list each week and 50% are rear-enders. Those numbers would be interesting. Risk Management is loading those numbers in the data base and will identify if a state employee hit someone or did someone hit a state employee. The loading of information should be done by the end of February. A quarterly report will go out on the types of accidents and the nature of them. The requirements of driving on state business is a project that will be in the SAAM manual in the fall. It needs to be worked on.

### **MATRIX**

What percentage of vehicle accidents has some allegations of vehicle maintenance or updating other than driver's fault?

As budgets are cut the maintenance of vehicles may be something that needs to be watched.

Use of a simple operator checklist before a person leaves with the car that has three or four items that need to check off before the vehicle goes out. A matrix of what other states have may give ideas on what to do or not to do.

Topics to include in matrix:

- Need to maintain what is important – what raises awareness
- Concerned about cell phone use – this committee could make a recommendation or advisory
- State employees who have medical conditions – i.e. go into insulin shock while driving, heart conditions, diabetes
- Eating, drinking while driving
- Mandatory defensive driving training
- Info available on computer would be beneficial for employees
- Allow an employee to drive an unsafe vehicle of their own
- Employee driver record not good – hard to check on existing employees
- Driving on restricted license at work or DUI.

- It would be good to have statewide guidelines for all agencies.
- Look at the private sector to see how they hold their people accountable.
- No audit function – mechanism to ensure compliance
- Policy without teeth why have a policy
- Personal auto liability
- How driving records correlate with risk
- Periodic sampling audit on drivers – action of being responsible keeping the risk down for us
- Personal insurance often does not cover

Risk Management staff will take the topics and build a matrix that shows the topics and what is happening. There should be a balance on what can be used to raise awareness without causing problems.

A discussion followed about the bills dealing with risk management still alive in the Legislature.

Committee member issues will be included on the April agenda.

Next meeting will be April 9.